

25 January 1980

STAT MEMORANDUM FOR: [REDACTED]  
Special Assistant to the DCI for Compartmentation

STAT FROM: [REDACTED]  
Acting Chief, Records Management Division, ISS/DDA

SUBJECT: Revision of Paragraph 87 of the APEX Government Manual

As you requested in your 25 January meeting with a representative from Records Systems Branch, we have reworded the proposed change to paragraph 87 to include disposition instructions for non-record APEX material. We suggest the following be substituted for the first sentence of this paragraph:

APEX controlled material will be retained for the time periods specified in records control schedules approved by the Archivist of the United States (44 USC 33 and FPMR 101-11.4). Duplicate, information or other non-record copies of APEX material will be destroyed as soon as possible after their purpose has been served. All destruction will be accomplished in a manner that will preclude reconstruction in any intelligible form.

[REDACTED] STAT

**Challenges to  
Classification  
Levels and Control  
Restrictions**

73. Any person with access to APEX may challenge either the classification level or the need for compartmented control of any APEX material. The challenger should submit the challenge to the originating component for consideration. Items which are irreconcilable should be forwarded through APEX control channels to the APEX Steering Group for staffing and resolution by appropriate authority. (U)

**Control Standards and Procedures**

**Classification Levels**

74. Documents in the APEX Special Access Control System will be classified and use of derivative classification will be in accordance with EO 12065, reserving CONFIDENTIAL for "identifiable damage," SECRET for "serious damage," and TOP SECRET for "exceptionally grave damage." No other classification levels are authorized. (U)

**Labeling**

75. The following labeling requirements are established for all written or graphic materials that contain APEX information and are disseminated within the APEX Special Access Control System. (U)

*A. Classification.* All classification will conform to the requirements of EO 12065. ~~The overall classification of a document, whether or not permanently bound, or any copy or reproduction thereof, will be conspicuously marked or stamped at the top and bottom of the outside of the front cover (if any). Each interior page of a document will be conspicuously marked or stamped at the top and bottom with the highest classification of the document.~~ Portions of documents to include paragraphs, subparagraphs, and titles will be marked to reflect the level of classification, codewords, caveats, and other control markings or to state that the particular portion is unclassified. Major components of some documents are likely to be used separately. In such instances, each major component will be marked as a separate document. Examples include each annex, appendix, or similar component of a plan, program, or operations order; attachments and appendixes to a memorandum or letter; and each chapter of a report or document. (U)